



Minutes of the Board of Health Regular Meeting
 Thursday, June 21, 2018
 Videoconference
 458 Laurier Blvd., Brockville/25 Johnston Street, Smiths Falls
 4:00 p.m. – 5:26 p.m.

Present:

Anne Warren, Chair	Cheryl Russell-Julien
Doug Malanka, Vice Chair	Sherryl Smith
Aubrey Churchill	Regrets: David LeSueur, David Nash, Harsh Patel, Toni Surko
William Fayle	
Joe Gallipeau	
Teresa Jansman	Paula Stewart, Medical Officer of Health
Candace Kaine	Heather Bruce, Executive Assistant

Claire Farella, Manager, CHP	Joan Mays, Manager - CHP
Shani Gates, Director - QCIS	Elaine Murkin, Manager - HLD
Jane Hess, Director - HLD	
Jane Lyster, Director - CHP	Tawnya Boileau, Serena Fortin, Naomi Giulliano

1. Call to Order

Anne Warren called the meeting to order at 4:00 p.m. and welcomed everyone.

2. Traditional Land Acknowledgement Statement

Anne Warren read the Traditional Land Acknowledgement Statement.

3. Approval of the Agenda

The agenda items were reviewed.

Motion: That the agenda of the June 21, 2018 Regular Meeting be approved as circulated.

Motion Carried.

Anne Warren congratulated Heather Bruce on receiving a Certified Administrative Professional designation (CAP) and Organizational Management (OM) speciality certificate through the International Association of Administrative Professionals.

4. Conflict of Interest Declaration

None declared.

5. Presentation – Public Health Working with Municipalities

Elaine Murkin introduced Naomi Giulliano, health promoter with healthy environments, advising that today's presentation is about public health and municipal collaborations. (Appended) The new Ontario Public Health Standards state the board will work with a variety of partners including municipalities to promote healthy built and natural environments. Public Health Nurses are assigned to specific municipalities in a geographic area to support their healthy environment related work.

The Health Unit would like to be part of the planning process in the early stages to review municipal official plans through the health protection/promotion lens. This would allow us to give specific examples and suggestions on implementation strategies to support healthy communities and create consistency with feedback from the municipalities. A health policy checklist is being developed to better support municipalities with their official and other plans. Once the checklist is completed a report would be put together for the municipality and they would decide how to use the comments within their plan. The checklist will officially be completed by the end of the year; however comments on plans can be given right away.

Health impact assessments were also discussed and the need to partner with municipalities early on. These assessments will give us a scientific record so that in the future the reason for decisions will be well documented and the information passed on to municipalities.

What is the best way for the liaison PHNs to connect with each municipality?

What collaborative work could be done with municipalities?

It was suggested that the liaison PHNs be added to the committee of adjustments, the police board (cannabis) and that the assigned nurse should contact municipalities to make a presentation to them to advise what services they will offer. The municipalities' role in linking available programs to its residents was discussed.

Members discussed that through AMO there is a health discussion paper being developed to help municipally elected officials understand what their health responsibilities are and to provide clarity around who is funding what, expectations of municipalities and what the province will support.

Members asked the Health Unit to provide information to municipalities on the legalization of cannabis given they do not have the resources.

6. Consent Agenda

Motion: The following items on the consent agenda be approved as circulated:

6.1. Approval of the Minutes from the Board of Health Regular Meeting held on May 17, 2018

6.2. General Correspondence

6.3. MOH/CEO Duty of Care Report

6.4. Governance and Quality Assurance Committee Duty of Care Report

6.5. Governance and Quality Assurance Committee Report

6.6. Finance, Audit, Property and Risk Management Committee Report

6.7. Appointment of Sewage System Inspector

Motion Carried.

7. New Business:

7.1. Finance, Audit, Property and Risk Management Committee

7.1.1. Audited Financial Statement

Serena Fortin reviewed the statement of operations and accumulated surplus and the net results for the year. Some work has been done with the report format to line up revenue against expenses. There is a deficit this year of \$359,000, and when we back out amortization expenses there is a small surplus of about \$27,000. On a \$15,000,000 budget she stated the Health Unit had done a good job in managing its resources.

Motion: That the 2017 Audited Financial Statement be approved.

Motion Carried.

7.1.2. Management Letter

Serena Fortin reviewed the Management Letter advising that there are no new internal controls or deficiencies noted in the year. She reviewed the comments:

- Payroll Cycle – While several controls are in place, there is still one person who does each part of the payroll cycle - a separation in roles is better. A measure to do this is being considered by management.
- Budgeting on a PSAB Basis – Presenting the budget with a figure for amortization will ensure the approved budget matches the audited statements that include amortization costs.
- Long Term Financial Plan – There is a short-term plan for capital needs and a long range plan could be helpful.
- Records Retention Policy – Electronic Records - There is a new system in place for electronic records (Filehold). This comment will be removed next year.

7.2. Governance and Quality Assurance Committee

7.2.1. Board of Health Self-Evaluation

The Governance and Quality Assurance Committee's terms of reference state that a self-evaluation needs to be done every two years. On June 22, 2018 a link to the Board Evaluation Survey will be sent to board members to be completed by July 6, 2018. Survey results will be discussed by the Governance and Quality Assurance Committee for furtherance to the Board.

Motion: That the Board of Health complete the self-evaluation; that it be reviewed by the Governance and Quality Assurance Committee; and that recommendations be made for the Board's consideration.

Motion Carried.

7.3. Update on Strategic Plan

A Think Tank has been established consisting of staff, managers and board members to provide input into all components of the strategic plan including mission, vision and values. The group had its first meeting in June to look at the mission statement and vision statement along with the values and suggested changes. A smaller group met this morning to propose a few options for the revisions and these will be taken to the Strategic Planning Steering Committee next week and back to the Think Tank over the summer. A meeting will be arranged in August of the Think Tank to look at generating a new set of values.

7.4. Update from alpha Conference

Sherryl Smith attended the conference and gave an overview. (Appended)

The conference outlined the role of public health in the province in this changing time.

7.5. MOH Verbal Report

Paula Stewart gave her verbal report. (Appended)

8. In-camera Item:

8.1. Human Resources

Motion: That this Board move into a closed session of the Board of Health due to the following: personal matters about an identifiable individual including municipal or local board employees;
Motion Carried.

Motion: That this closed session rise and report.
Motion Carried.

9. Report from In-camera

There was no report from in-camera.

10. Time, Date and Location of Next Meeting:

The next meeting will be held on Thursday, September 20, 2018.

11. Adjournment

Motion: That the meeting adjourn at 5:26 p.m.
Motion Carried.

Anne Warren, Chair

Date

Heather Bruce, Executive Assistant

Date

c: Board members